

Check-In – Special Situations & Forms

Problem	Action
Cannot find voter using 4-3 + DOB method	Tap the “Search State” radio button. If voter is in State roster, but not in precinct roster, name will appear. Voter may be directed to home precinct to vote a standard ballot or may vote a provisional ballot.
Cannot find voter in State roster	Tap the “Find by Address” tab.
Voter is not in State roster	Summon a Chief. Chief may issue <i>Orange Voter Authority Card</i> .
Voter’s personal information is wrong	<u>Obtain Voter Update Form:</u> To correct clerical error in name, address, or birth date, judge completes top section “Voter Information”, including voter ID number. Voter must sign form. Voter votes a standard ballot. To change name, address (if moved less than 21 days ago), judge completes top section “Voter Information”, including voter ID number. Voter must sign form. Voter votes a standard ballot.
Voter moved more than 21 days ago	Voter must vote a Provisional ballot.
Voter reports a death	Obtain <i>Voter Update Form</i> . Judge completes “Voter Information” section for the deceased voter at top, voter completes “Death Notice” and “Signature of Voter” sections on <i>Voter Update Form</i> .
Voter status is “Inactive”	“Affirmation of Residency” automatically prints on Voter Authority Card. If voter signs “Affirmation of Residency”, voter may vote a standard ballot. If not, voter must vote a Provisional ballot.
Voter status is “Active - ID Required” or “Inactive – ID Required”	If voter can provide acceptable ID, voter and judge complete <i>Voter Update Form</i> and voter votes a standard ballot. If voter cannot provide acceptable ID, voter must vote a Provisional ballot.
Voter status is “Pend 1”, “Pend 2”, “ABS”, “Prov”, “Reg Issued”, or “Voted Early”	Voter must vote a Provisional ballot.
Voter claims different party (primary election)	Voter must vote a Provisional ballot for claimed party.
Extended hours	All voters must vote a Provisional ballot.
Forms	
<i>Voter Update Form</i>	Purpose: To change or correct name, birth date, address, party affiliation, and record ID for a standard ballot voter, or report a death. Action: Judge completes top section (<i>Voter Information</i>). Voter completes applicable sections and signs. A Chief Judge takes completed form to place in the Document Jacket.
<i>Orange Voter Authority Card – Provisional Voting</i>	Purpose: Voter is not listed in the Pollbook. Call a Chief Judge for the form. Action: Judge completes front of form (at Check-in or Provisional table). <ul style="list-style-type: none"> Have voter verify information and sign front and back of form, then judge initials the form. The voter takes the completed form to Provisional table.
<i>Unofficial Turnout Report</i>	The Chief attaches the “ <i>Consolidated Voter Counts Report</i> ” from the Pollbook to a blank <i>Unofficial Turnout Report</i> form, posted publicly at 11 a.m. and 4 p.m.